



United States Fire Administration
U.S. Department of Homeland Security
500 C Street, SW
Washington, D.C. 20472

FEMA

February 10, 2011

MEMORANDUM FOR: State Fire Marshals
Metropolitan Fire Department Fire Marshals
International Fire Marshal Association (IFMA) Representatives

FROM: Glenn A. Gaines *Glenn A. Gaines*
Acting United States Fire Administrator
United States Fire Administration (USFA)

SUBJECT: Sixth National Prevention Advocacy Resources
and Data Exchange (PARADE) Conference
May 15-17, 2011

It is my pleasure to invite you to the 6th National PARADE Conference, May 15-17, at the National Emergency Training Center (NETC) in Emmitsburg, Maryland. This invitation is extended to the 50 State Fire Marshals, the Nation's 150+ metro-size fire departments, and additional International Fire Marshals Association (IFMA) representatives who comprise the PARADE network. We ask that your representative be either yourself or your selected official responsible for prevention activities.

PARADE was inaugurated in 2003 to assist American's fire marshals in implementing effective prevention programs and materials and conducting networking activities. PARADE exemplifies the strong partnership at the State and local levels needed for USFA to champion your needs and issues as we carry out our mission.

Transportation will be provided from Reagan National Airport and Baltimore Washington International (BWI) Airports only. Pickup on Saturday, May 14 at Reagan National is 6:00 p.m.; and pickup at BWI is 7:00 p.m. Departure from the NETC will be Wednesday morning, May 18, at 8:00 am. If you schedule flights that do not coincide with the NETC's schedule, it will be your responsibility to arrange transportation at your own expense.

Upon receiving your acceptance packet, please contact the NETC Transportation Office at 301-447-1113 to reserve space on the shuttle.

Stipend reimbursement will be available for one representative from each of the PARADE organizations/agencies. Upon your arrival on campus:

- You **must** complete a student stipend form and provide a copy of your airline ticket in order to receive reimbursement for your travel expenses
- If you travel by car the reimbursement rate will be \$.51/per mile, not to exceed the state ceiling limit

- Lodging will be provided on the NETC campus at no expense to the designated PARADE attendee from each agency

The costs to your organization will be:

- Participant salary and incidental travel expenses
- Mileage reimbursement and parking at the local airport
- Meals in route
- Meal ticket for **\$138.80**, which includes all meals, plus:
 - Evening meal when you arrive on Saturday, May 14. The Dining Hall will remain open until 9:30 p.m.
 - Conference social and banquet
 - Breakfast on the day of departure, Wednesday, May 18.
 - In addition, if you have special dietary needs, i.e., vegetarian, low fat/low cholesterol, etc., please contact Ms. Karen Sutch (Guest Services) at 301-447-1551 to make arrangements for your meals.
 - If paying by check, make it payable to “**Guest Services.**”
- Any other expenses incurred by the representative participant.

A General Admissions Application Short Form (FEMA Form 119-25-2) is included with this memo. Please complete and return the application form **no later than March 7**. Mail the application form to: NETC Admissions Office, 16825 South Seton Avenue, Emmitsburg, MD 21727. Once the NETC Admissions Office has received your application, they will process it and transmit the standard acceptance packet to you! The agenda will be finalized shortly, but we have included a draft to give you an idea of the format for this year's Conference.

Dress for the conference is “business casual.” The dress for the conference social and banquet on Tuesday, May 17, is fire department dress uniform or business attire.

Information concerning the ***PARADE Grounds*** will be forthcoming. *PARADE Grounds* is your opportunity to promote and exchange fire prevention and life safety programs and resources among your colleagues in an exhibit hall atmosphere. Please be thinking about what you can bring/share at *PARADE Grounds*.

If you have any questions regarding information, or if you or your representative will not be attending this conference, please contact Ms. Rebecca Ryan, between 7:30 a.m. and 5:00 p.m., (eastern standard time) at (301) 447-1128; email: becky.ryan@dhs.gov; or fax: (301) 447-1102.

Thank you for your support of PARADE. We look forward to seeing you and/or your representative in May.

Attachments

General Admissions Application Form
DRAFT Agenda

PARADE Conference Agenda

Saturday, May 14

3:00 p.m. - 9:00 p.m.
9:00 p.m.

Travel Day for Participants
Campus Check-In/Registration
No-Host Social

Location

C Building
B Building

Sunday, May 15

6:45 a.m.
7:00 a.m. - 8:00 a.m.
8:00 a.m. - 8:25 a.m.
8:30 a.m. - 9:15 a.m.

9:15 a.m. - 9:30 a.m.
9:30 a.m. - 10:45 a.m.

10:45 a.m. - 11:00 a.m.
11:00 a.m. - 11:55 a.m.
12:00 p.m. - 1:00 p.m.
1:00 p.m. - 2:15 p.m.

2:15 p.m. - 2:30 p.m.
2:30 p.m. - 4:45 p.m.

4:45 p.m. - 5:00 p.m.
5:00 - 5:30 p.m.
5:30 p.m. - 7:00 p.m.

Breakfast
Conference Registration
PARADE Orientation
Opening Ceremony/USFA Welcome:
Pledge of Allegiance, Self-Introductions,
Conference Overview
Break
Opening Seminar: Common Voices
Panel

Break
Presentation: TBD
Lunch
**Presentation: "Now....not someday,
tomorrow, or yesterday...Now!"**
Break
Regional PARADE Meetings
(see back page for room locations)

Group Photo
PARADE Grounds Setup
Steak and Chicken Cookout

K Building
E Auditorium
E Auditorium
J Auditorium

E Auditorium
K Building
J Auditorium
J Auditorium
J Building
J Building
J Building
Log Cabin

Presenter

R. Ryan
R. Ryan/USFA Mgmt.

V. Pritchett/Panel to
include V. Drennan & Amy
Acton

Possible Presenter: TBD
Jeff Johnson

Monday, May 16

6:45 a.m.
8:00a.m. - 9:00a.m.
9:00 a.m. - 9:30 a.m.
9:30 - 10:00 a.m.
10:00 a.m. - 12:00 p.m.

12:00 p.m. - 1:00 p.m.

1:15 p.m. - 2:30 p.m.

2:30 p.m. - 3:00 p.m.
3:00 p.m. - 4:45 p.m.
5:00 p.m.
6:30 p.m.

Breakfast
Presentation: TBD
USFA Presentation
Vision 20/20 Update
PARADE Grounds Opens
(J 1st Floor, J Atrium)
**Lunch/PARADE Grounds Closes/Tear
Down**
Program Updates: Include: FESHE;
NFA Curriculum update; Lower
propensity cigarettes update, etc.
Break
Issues and Answers
Dinner
Presentation: "Bridging the Gap: A Guide
to Implementing Residential Fire
Sprinkler Requirements"

K Building
J Auditorium
J Auditorium.
J Auditorium
J Building
K Building
J Auditorium
J Auditorium
K Building
J Auditorium

Possible Presenter: TBD
Glenn Gaines
Jim Crawford

PARADE Co-Chairs
Lane Wintermute

Tuesday, May 17

		<u>Location</u>	<u>Presenter</u>
6:45 a.m.	Breakfast	K Building	
8:00 a.m. - 8:45 a.m.	Presentation: "Incentives for the Use of Residential Fire Sprinkler Systems in U.S. Communities"	J Auditorium	Maria Figueroa
8:45 a.m. - 10:15 a.m.	Five Workshops Begin "Accreditation of Fire Prevention"	J-	Rick Archer IAS/ICC/CPSE
Workshops are 90 min. each	"Structural Stability of Engineered Lumber in Fire Conditions"	J-	John Bender, UL
	"Bridging the Fire and Life Safety Education Gap"	J-	M. Giesler & Patrick Kenny
	"Quality FLSE Wheels: Invented and Waiting"	J-	Monica Colby
	"NFIRS: Interpreting the Data"	J-	Marion Long
	Break		
10:15 a.m. - 10:30 a.m.	Five Workshops Repeat		
10:30 - 12:00 Noon	Lunch	K Bldg.	
12:00 p.m. - 1:00 p.m.	Five New Workshops Begin "Legal Aspects of Fire Prevention"	J-	Ray Walker
1:00p.m. - 2:30 p.m.	TBD	J-	TBD
	"Red Meets Green: Fire Safety & Alternative Energy Systems"	J-	M. Paiss/J. Emery
	"Green Construction and the Fire Service: Bridging the Gap"	J-	Jack Murphy
	"Performance Measures for Organizational Effectiveness"	J-	P. Mieszala
2:30p.m.- 2:45 p. m.	Break		
2:45 p.m. - 4:15 p.m.	Five Workshops Repeat		
5:15 p.m. - 6:00 p.m.	PARADE Social	Log Cabin	
6:15 p.m.	PARADE Banquet w/Speakers Presentation of "The R. Wayne Powell Excellence in Fire Prevention Award"	K Building	

Wednesday, May18

8:00 a.m. Depart Campus

Regional PARADE Meetings**Sunday, May 15, 2011****2:30 p.m. – 5:00 p.m.****Region/Location**

I J-112
II J-113
III J-107
IV J-102
V J-130

Region/Location

VI J-264
VII J-268
VIII J-134
IX J-260
X J-138

**NOTE: PARADE Conference Operations Center located in J-124
PARADE Post Office located in J-123**

PARADE Grounds Exhibition Guidelines

PARADE *Grounds* provides members of fire prevention bureaus and agencies an exhibit-hall atmosphere for the recognition, exchange and demonstration of available fire, rescue, and emergency medical services fire prevention and life-safety resources.

GUIDELINES

- ⇒ PARADE organizations are encouraged to feature “show and tell” one-only items; requests for these items can be filled upon your return home.
- ⇒ In addition, PARADE participants may bring non-PARADE organization ideas, programs, etc.
- ⇒ No commercial vendors are allowed (special caution on sale items!) PARADE *Grounds* is of, by, and for PARADE members.
- ⇒ Mail and/or bring items you are willing to share (consider enclosing a packing list)
- ⇒ Shipping period: **March 21-April 22**. Shipping address is on the Requirements Form.
- ⇒ For questions, clarification, or coordination information, contact your Regional PARADE representative or Mr. John (Dennis) Gentzel at the USFA on 1-800-238-3358, x 7574; 301/447- 7574; or via e-mail at john.gentzel@dhs.gov
- ⇒ Clearly identify any specific support or action required of USFA staff before your arrival
- ⇒ A Requirements Form with instructions is attached for your use.
- ⇒ We must know of your specific support requirements by April 22.

USFA/NFA ON-SITE SUPPORT

- ⇒ Exhibit area set-up and tear-down in J Building
- ⇒ Exhibit Booth signs will be provided for (10 PARADE Regions, USFA offices, and partner agencies, etc.) If your PARADE region/organization has its own signage, you are welcome to bring it.
- ⇒ Limited computer hardware/software will be available (see Computer Information below)*
- ⇒ Limited duplication prior to the Conference (max pages: 4; max number of copies: 250, must be clean single-sided 8 1/2” x 11,” stapling available)
- ⇒ Electricity and hook-ups for A/V and computer equipment will be available
- ⇒ Two, 5’ long tables and 3 chairs for each Regional exhibit booth will be provided
- ⇒ Easels w/pads and markers will be provided
- ⇒ A special PARADE *Grounds* “Post Office” with supplies and mailing services (allowing for direct mailing [no-cost mailing labels provided] of materials collected from the exhibition) will be provided to participants
- ⇒ Exhibit Security, Housekeeping, and miscellaneous supplies (tape, clips, pins, scissors, etc.) will be provided.

***COMPUTER INFORMATION** (All computers are connected to the Internet and have printer access. Instructor computers are attached to a projector and room audio system)

Hardware:

Instructor computers:	Pentium Core2 Duo	2.8GHZ with 160GB hard drive	4GB
Student computers:	Pentium D	3.0GHZ with 80GB hard drive	1 GB
Breakout computers:	Pentium Core2 Duo	2.66 GHZ with 80GB hard drive	1GB
	Pentium D	3.0GHZ with 80GB hard drive	1 GB
	Pentium IV	3.6 GHZ with 80GB hard drive	1GB
	Pentium IV	3.6GHZ with 80GB hard drive	512 MB

Software: All computers have Windows XP Professional SP3; Office 2007 (Word, Power Point, Excel, Access).

SPECIAL NOTES: Limited computer assistance from USFA support staff will be available. However, the Student Computer Lab in Building D will be open daily from 6:30 a.m. until 11:00 p.m., with technical support personnel available Monday-Thursday from 5 p.m. - 9 p.m., and Saturdays, from 8 a.m.-Noon. PARADE participants are welcome to bring their personal computers, printers and other table-top equipment **for which they are responsible.**

EXHIBIT SET-UP/TEAR DOWN

The PARADE *Grounds* exhibition will be held Monday, May 16th from 10:00 a.m. until 12:00 (Noon). Adequate time will be available for you to set up before 10:00 a.m. and tear down your PARADE Grounds exhibits after Noon. At the conclusion of the exhibition, please plan on leaving one copy of any leftover materials for USFA's Learning Resource Center (LRC).

PARADE *Grounds*: Sample Items for Exhibiting

- Things relating to prevention, protection, life safety, counter terrorism measures
- Things that are known to work well
- Things that are one-of-a-kind, novel, or innovative
- Event-specific reports or questionnaires
- Fire investigation techniques/practices
- Technology:
 - Use of electronic devices for inspections (i.e., PDA's)
 - Data collection process
 - Analysis tools
 - Videos
 - CDs
 - GIS tools
- Job aids, Public education and awareness materials
 - New ideas in teaching children about fire prevention
 - Multicultural, interactive educational methods for kids
 - Campus fire safety (issues and resolutions)
 - Juvenile fire setting intervention programs/techniques
- In-house training programs
 - For new employees
 - For personnel newly assigned to prevention duties
- Checklists for various activities
- Documentation of challenges/successes with commercial fire sprinkler installations
 - Promotion initiatives
 - Legislation developed
 - Writing ordinances
 - Using templates
 - Educating the public
 - Case studies
 - Legal issues
 - Statistics
 - Community plans
- Code-making processes
- Inspecting hazmat storage areas
- New fire-resistant materials available
 - Chemicals
 - Intumescent paints
- Fireworks/pyrotechnics safety
- Indoor flame effects of propane gas (theaters, night clubs)
- Fire prevention case studies (start to finish)
- Wildland-urban interface
- Grant writing challenges and successes

PARADE Grounds Exhibition Requirements Form

IMPORTANT: Requirements must be analyzed and consolidated into an all-encompassing exhibiting plan in order to ensure proper USFA technical support. Therefore, your close attention, cooperation, and adherence to this form and the submission deadline are important and appreciated. (see below)

AGENCY/DEPARTMENT: _____ Date: _____

CONTACT NAME: _____ Title: _____

TELEPHONE: () _____ FAX: () _____ E-mail: _____

Our organization wishes to show/promote/handout the following:

Our exhibit support requirements are:

A) Prior to *PARADE Grounds* (items being sent in advance; limited duplication needs; etc.)

B) During *PARADE Grounds* (indicate quantity of any item needed)

- 110v electrical outlets _____
- 35mm slide projector available at _____
podium in exhibiting area
- slide projector trays (80 slot) _____
- overhead projectors _____
- easels w/paper pad & markers _____
- ½" VHS videotape player/monitor _____
- Computer _____
- *PC with Internet connection _____

- Other _____

***For computerized demonstrations only. Please identify nature of computer presentation planned and indicate any special support required.** (Word processing/typing may be done at the campus student computer lab, Building D).

PLEASE COMPLETE AND RETURN THIS FORM TO JOHN DENNIS GENTZEL, BY APRIL 22, 2011

[1] By Mail---Send to John D. Gentzel, G Building, 16825 S. Seton Avenue, Emmitsburg, MD 21727, or

[2] You may fax it to: Dennis Gentzel at 301-447-1102, or

[3] You may request an electronic form from Dennis Gentzel at john.gentzel@dhs.gov

Shipping Information: National Emergency Training Center

Attn: John Gentzel

16825 S. Seton Avenue

Emmitsburg, MD 21727